

301 KAR 5:010. License agent applications and agreements.

RELATES TO: KRS 150.175

STATUTORY AUTHORITY: KRS 150.195

NECESSITY, FUNCTION, AND CONFORMITY: KRS 150.195 requires the department to provide for the control of the design, issuance, distribution, and other matters relating to licenses and permits issued by the department. This administrative regulation establishes the application procedures for becoming a department license agent.

Section 1. License Agent Applications and Agreements. (1) Before receiving authorization to serve as license agents, businesses or governmental agencies shall:

- (a) Complete and submit a License Agent Application Form;
- (b) Enter into a formal contract with the department by agreeing to the provisions of, and signing, the appropriate agent agreement; and
- (c) Complete an Electronic Funds Transfer Request Form that authorizes the department to make electronic fund transfers from a bank account into which the agent shall deposit the proceeds from transactions.

(2) State agencies serving as license agents shall remit payment through the state accounting system.

(3) The department shall appoint as agents businesses that have:

- (a) A valid federal identification number;
- (b) Except for out-of-state agents, a Kentucky sales tax number; and
- (c) For out-of-state agents, businesses that post a surety bond of \$5,000.

Section 2. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) License Agent Application Form, 1995;
- (b) Electronic Fund Transfer Authorization Form, 1995;
- (c) License Agent Contractual Agreement, 2018 edition; and
- (d) Governmental License Agent Contractual Agreement, 2018 edition.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Fish and Wildlife Resources, #1 Sportsman's Lane, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (22 Ky.R. 1177; Am. 1457; eff. 2-12-1996; 26 Ky.R. 2024; 27 Ky.R. 79; eff. 7-17-2000; 30 Ky.R. 2343; eff. 7-14-2004; 44 Ky.R. 1393, 1822; eff. 3-9-2018.)